

Real Estate Services

"Please notify the coordinator of this section of the AE Guide with any comments, concerns, or errors, by email: [Real Estate Point of Contact](#)."

TABLE OF CONTENTS

	<u>Page</u>
Real Estate Contracting	11-1
Award of Types of Real Estate Contracts	11-1
Request for Proposals	11-1
Solicitation for Offers	11-1
Invitation for Bids	11-1
Contracts for Services	11-2
Survey Contracts	11-2
Title Evidence Contracts	11-2
Appraisal Contracts	11-2

You may use Email to contact the following persons:

Director of Real Estate, at: Director_RE@efdlant.navfac.navy.mil

Real Estate Web-Master, at: WebMaster_RE@efdlant.navfac.navy.mil

LANTDIV Web-Master, at: Webmaster@efdlant.navfac.navy.mil

You may also link to the following web pages for further information:

Real Estate Home Page: http://www.efdlant.navfac.navy.mil/Lantops_24/Real_Estate_home.htm

LANTDIV Home Page: <http://www.efdlant.navfac.navy.mil/>

• Real Estate Contracting

Real Estate Contracting is involved when the Navy needs to:

- acquire the real property ownership or use of land, buildings, or other structures;
- dispose of the Navy's real property ownership or use of land, buildings, or other structures; or
- manage the Navy's real property while allowing the temporary use of Navy's land, buildings, or other structures by others (either governmental or private interests)

Warranted Real Estate Contracting Officers within the performance of their official duties perform these contracting actions. Real Estate Contracting is performed in a competitive environment under specific authorities. A general description of the types of solicitations for Navy Real Estate contracts is contained in the section titled: "Award of Types of Real Estate Contracts".

To support Real Estate contracting actions, other service contracts are often required. These include physical land survey contracts, title (ownership) evidence contracts, and appraisal contracts. These are explained in the section below, titled: "Contracts for Services".

For more information regarding Real Estate contracts, please connect to the Real Estate Home Page at http://www.efdlant.navfac.navy.mil/Lantops_24/Real_Estate_home.htm. On that Internet site, you can also find the Real Estate Director's welcome statement, more detailed Navy Real Estate information, and links to many associated Internet pages.

For more information on available contract solicitations for Real Estate, related services and the other types of LANTDIV contracts, please connect to the LANTDIV Solicitations Page at <http://www.efdlant.navfac.navy.mil/ebs>.

• Award of Types of Real Estate Contracts

Advertisement for available Navy property, or the pursuit of additional property for Navy use, is generally contracted through a competitive process via:

• Request For Proposals

Requests proposals for the use of Navy property: published publicly, proposals are submitted to the Navy, evaluated, competitive range established, and award made on the basis of cost/price and other evaluated factors stated in the Request for Proposals.

• Solicitation For Offers

Usually used when the Navy wants to obtain leased commercial/private space. Sent to prospective lessors, provides clear statement for Government's minimum requirements, identifies evaluation and award factors. Basis for award is normally lowest price, however, can also be based on value and/or quality factors stated in the solicitation.

• Invitation For Bids

When the use of Navy property is easily quantified. Price is the only evaluation factor. Bids are publicly opened, evaluated without discussion, award is made to the highest priced bid for the use of the Navy's property to a responsive, responsible bidder.

- **Contracts for Services**

Real Estate contracting often requires contracted services to support the real estate contract. Real Estate contracting addresses the Navy's use of someone else's real property (in-grant); the use of Navy real property by someone else (out-grant); and, the acquisition and disposal of ownership interests in land and/or structures.

These related contracts can include physical survey (land boundary/topographic), title evidence and appraisal services. These related services are generally one of the following types:

- **Survey Contracts**

Required for all acquisition and disposal documents that require title evidence and very specific descriptions of physical property boundaries.

- a. Are not contracted directly by Real Estate: usually obtained from contractors holding open-end contracts with the Atlantic Division, Naval Facilities Engineering Command (Refer to the Contractual Requirements and Design and Related Services sections of this document.) For specific requirements concerning Topographic Surveys, see the [Civil Engineering Design Guide](#).
- b. Scope of Work: There are specific scopes of work for each project requiring a survey.
- c. Minimum Standards for Land Survey Drawings and Legal Descriptions accompany each Scope of Work:
 - 1. Must be done in accordance with the current minimum standards for ALTA/ACSM Land Title Surveys.
 - 2. Narrative Legal Descriptions are required.
 - 3. Monuments and State Plane coordinates must be identified.
 - 4. Surveyor responsible for incorporating locality requirements for recordation.
 - 5. Surveys are submitted to the Navy Real Estate Office for review.

- **Title Evidence Contracts**

Required for many types of acquisition projects (i.e. fee simple, easements). These are contracted directly by Real Estate by first accessing the Department of Justice approved list of Attorneys, Abstracters and Title Companies for the State or Commonwealth in which the property is located.

- a. Award based on a Request for Proposals.
- b. Title Company or affiliated attorney must be Department of Justice approved.

- **Appraisal Contracts**

Appraisals required for leases, licenses, easements, disposals, and acquisitions. Appraisers desiring to perform work for the Navy must submit a Resume and Demonstration Appraisal to the attention of the "Senior Staff Appraiser."

- a. Staff or Contractor supplied.

- b. Award based on a Request for Proposals.
- c. Must be Department of Justice approved.
- d. Must be State Certified within the State or Commonwealth where the appraisal assignment occurs.